

# Veterinary Medical Board

2005 Evergreen St., Ste 2250 ■ Sacramento, CA 95815 ■ [www.vmb.ca.gov](http://www.vmb.ca.gov)  
916-263-2610 ■ 916-263-2621 (Fax)



## California State Board Veterinary Application Instructions

### California State Board Examination

The California State Board Examination (CSB) for veterinarians is administered in a computer based, continuous testing format. To apply for the CSB, candidates must submit a completed application, appropriate fees, and all required documentation identified in these instructions. If you would like receipt of your application acknowledged, please include a self-addressed stamped envelope when you submit your application.

Initial application review can take up to 60 days. Following the initial review of the application, you are notified in writing of any deficiency(ies) and given an opportunity to submit any missing documentation. Once your application has been approved, your information is submitted to the testing vendor, Psychological Services Incorporated (PSI), and the vendor sends you an examination handbook that includes information on how to schedule to take the examination. Candidates have up to six (6) months from the approval date to schedule the examination.

In order to become licensed in California, all of the following examinations must be completed within 60 months (the 60-month timeframe begins once a candidate **passes** any one of the examinations):

- North American Veterinary Licensing Examination (NAVLE)
- California State Board Examination (CSB)
- Veterinary Law Examination (VLE)\*

\*Graduates of the University of California at Davis and Western University of Health Sciences complete a course on California veterinary law as a part of their curriculum and are exempt from the (VLE) requirement per Section 2015.2(b).

### Live Scan/Fingerprinting

Section 144(b) of the Business and Professions Code authorizes the Veterinary Medical Board to collect fingerprints for background checks of applicants for licensure. Fingerprints must be submitted prior to licensure via Livescan pursuant to Penal Code Section 11077.1. Although Live Scan is not required for approval to take an examination, the results from Live Scan must be received by the Veterinary Medical Board (VMB) prior to licensure.

Criminal Offender Record Information (CORI) is information identified through fingerprint submission to the California Department of Justice. CORI information includes criminal history information maintained by California local law enforcement, the Department of Justice, the Federal Bureau of Investigation (FBI) and other state law enforcement. CORI information is confidential and used solely for the purpose of determining whether an applicant has criminal history that would be grounds for denial of an application, or suspension or revocation of a registration pursuant to Section 475 – 499 of the Business and Professions Code.

You must disclose on the application whether or not there has been any disciplinary action taken against any registration, license, or certificate in the field of veterinary medicine including revocation, suspension, probation, voluntary surrender, or any other proceeding in any state, territory or province. A separate letter explaining the action and a copy of the discipline document(s) is required.

Candidates who have been convicted of, or pled no contest to, any violation of any law of the United States, any state or local jurisdiction, or any foreign country must attach a letter of explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include certified copies of arrest records and court documents. You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000, 1203.4 or 1210.1. (Traffic violations involving driving under the influence, injury to persons or providing false information must be reported).

For more information regarding Live Scan, please refer to the "Fingerprinting Requirements" information in this package, or the Board's web site at [www.vmb.ca.gov](http://www.vmb.ca.gov) (Examination Page). Your fingerprints must be processed at a Live Scan facility, and service must include both the California Department of Justice and the Federal Bureau of Investigation. Fingerprint processing fees are paid directly to the Live Scan facility.

**NOTE: Licensure is subject to denial pursuant to Business and Professions Code Sections 475 – 499 upon review of your background information.**

## VETERINARY APPLICATION REQUIREMENTS & INFORMATION

In order to evaluate your eligibility to sit for the CSB, you must submit a completed application, appropriate fees, proof of graduation from a veterinary college or university, licensure verification if licensed in any other states, U.S. territories or in Canada and NAVLE scores.

### Veterinary College or School Information Required:

#### **AVMA Accredited School Candidates**

- Photo copy of diploma; or
- Official transcript showing degree conferred; or
- Letter from Dean, with school seal, attesting to senior status including expected date of graduation within six months of examination (copy of diploma will be required prior to licensure)

#### **NON-AVMA Accredited School Candidates**

- Official certified college diploma *and* transcripts; or
- Notarized copies of diploma and transcripts  
(original certified translation by a *licensed translator* is required if not issued in English)

#### **AND**

- A copy of the ECFVG or PAVE certificate  
(Program completion letter or certificate must be received prior to CSB examination)

#### **AND**

- Proof of passing the North American Veterinary Licensing Examination (NAVLE), scores must be transferred by VIVA. (See information regarding VIVA Score Transfers below)

- License verifications for each state, U.S. territory or Canadian province in which you are or have been licensed (even if the license is not current) must be original letters issued from each state's board office or obtained through Veterinary Information Verifying Agency (Refer to VIVA Information). **This information can take up to eight weeks to process by the state of licensure.**
- NAVLE scores: All candidates must have current NAVLE scores on file for licensure. **Passing NAVLE scores must be received for NON-AVMA Accredited School Candidates in order to be made eligible to sit for the CSB examination.**

### **VIVA Score Transfers**

Candidates who registered and passed the NBE, CCT or NAVLE outside of California must have passing scores transferred by the Veterinary Information Verifying Agency (VIVA). California will **not** accept evidence of NBE, CCT, or NAVLE scores from any other source. Candidates should request the "VIVA Application" or license "Credentials Verification" forms from VIVA, 4106 Central, Kansas City, MO 64111, or by calling (877) 698-VIVA, or online at <http://www.aavsb.org>.

### **Non AVMA Graduate Education Equivalency Program Information:**

Educational Curriculum for Foreign Veterinary Graduates (ECFVG)

American Veterinary Medical Association - [www.avma.org](http://www.avma.org)

1-800-248-2862

Program for the Assessment of Veterinary Education Equivalence (PAVE)

American Association of Veterinary State Boards - [www.aavsb.org](http://www.aavsb.org)

1-877-698-8482

## SPECIAL ACCOMMODATIONS FOR EXAMINATION

The Veterinary Medical Board provides reasonable accommodations for candidates with a physical or learning disability. Candidates must notify the VMB of their needs by completing a "Request for Special Accommodations of Disabilities Form". The Candidate's Request for Special Accommodations of Disabilities Form, all supporting disability documentation from a licensed professional, which includes the Evaluator's Professional Evaluation and Documentation of the Disability Form and their complete evaluation report on official letterhead **MUST** be submitted as a part of the exam application package and all retake exam application packages.

**NOTE:** If requesting special accommodations, all verifying documentation must be received with the application or the application may be deemed incomplete.

## APPLICATION CHECKLIST

- ☐ Have you completed each item on pages 1 and 2 of your application? ***Be sure to include a telephone number and/or email address where you can be reached in case we need to contact you.***
- ☐ Have you provided a United States social security number?
- ☐ Have you included the appropriate processing fees? (\$100.00 application evaluation fee, plus a \$150.00 CSB examination fee, and a \$50.00 VLE fee (if applicable)). Fees may be combined in one check or money order made payable to the Veterinary Medical Board (VMB).
- ☐ Have you included a copy of your diploma **or** certified transcript with degree conferred, **or** has the Dean of the AVMA approved school you are attending submitted a letter notifying the Board of your expected graduation date? ***Proof of graduation must be submitted in order for your application to be deemed complete. Senior students approved to sit for the examination with a letter from the Dean must provide a copy of their diploma or a certified transcript prior to licensure.***
- ☐ Have you attached a current photo to the application? ***Photo may be either black-and-white or color. The image must be clear and readily discernable. Photos must be frontal face shots (profile or full-body images are not acceptable). Photo must be clear enough for use on a driver's license or passport and must be cut to fit the application photo box.***
- ☐ Have you submitted the original signed application? ***Your signature is required in items 5 and 11 of your application.***
- ☐ Have you included your **completed** Request for Live Scan Service Form? ***The Live Scan form can only be considered complete once you've been fingerprinted by a live scan operator and must be submitted prior to licensure.***
- ☐ Have you requested a Letter of Good Standing/Licensure verification for each state you have been licensed?
- ☐ Have you requested that your NAVLE scores be transferred to the VMB?
- ☐ **NON AVMA Students Only** - Have you submitted a copy of your ECFVG or PAVE certificate?
- ☐ **SPECIAL ACCOMMODATION CANDIDATES** – Have you submitted your request for special accommodations and all supporting documents described above?

Mail your completed application with the appropriate fees payable to the Veterinary Medical Board (VMB) to:  
2005 Evergreen St., Ste 2250, Sacramento, CA 95815-3831.

## MISCELLANEOUS INFORMATION

Candidates applying for the North American Veterinary Licensing Exam (NAVLE) must apply directly to the American Association of Veterinary State Boards (AAVSB). For further information on the NAVLE application review process and deadlines, please contact the AAVSB at 4106 Central, Kansas City, MO 64111, 877-698-8482 or [www.aavsb.org](http://www.aavsb.org).

Address change requests **must** be made in **writing** and reference "exam candidate address change." Candidates must include a permanent mailing address on their application to be used for correspondence in the event mail is returned from your current mailing address.

Application processing fees are non-refundable. Examination fees will only be refunded when a candidate is not eligible for examination. According to California Code of Regulations Section 2011(a), "An applicant shall **not be refunded** any fee for failure to appear for an examination at its designated time and place."

Applicants who are scheduled to appear for an examination, and unable to appear, must notify the testing vendor at least 2 days prior to their scheduled examination date in order to be rescheduled with no additional fee.

Applicants who fail to apply for licensure within two years from passing the examination are subject to abandonment of their application and must reapply to be reexamined pursuant to California Code of Regulations Section 2015.